



# Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Director's Office

Sub-Section:

<b>TITLE:</b> Affirmative Action Plans		<b>CUTOFF:</b> WSO
<b>DESCRIPTION:</b> Affirmative Action Plans		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 18353	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> American with Disabilities Act (ADA) Accommodations Requests - Inactive Employees		<b>CUTOFF:</b> Term of employment
<b>DESCRIPTION:</b> Inactive Employees		<b>RETENTION:</b> Years: 3 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 18346	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Classification and Organizational Information		<b>CUTOFF:</b> WSO
<b>DESCRIPTION:</b> Classification and Organizational Information (copy - original in Office of Administration) - includes position descriptions, class specifications, pay range, and pay plan index		<b>RETENTION:</b> Years: 0 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 18358	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Employee Exit Interviews		<b>CUTOFF:</b> EOY
<b>DESCRIPTION:</b> Employee Exit Interviews		<b>RETENTION:</b> Years: 3 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 18354	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003



# Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Director's Office

Sub-Section:

<b>TITLE:</b> Employee Handbook		<b>CUTOFF:</b> Retain until superseded
<b>DESCRIPTION:</b> Employee Handbook		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 18343	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Employee Time and Leave		<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Includes manual adjustments, FMLA, and leave share donations/awards.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 18363	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Equal Employment Opportunity Complaints - Inactive Employees		<b>CUTOFF:</b> Term of employment
<b>DESCRIPTION:</b>		<b>RETENTION:</b> Years: 3 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 18349	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Grievance Files - Inactive Employees		<b>CUTOFF:</b> Term of employment
<b>DESCRIPTION:</b> Inactive Employees		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 18352	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003



# Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Director's Office

Sub-Section:

**TITLE:** Interview Files

**CUTOFF:** EOCY

**DESCRIPTION:** Including questions and panel documentation

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 18361

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

**TITLE:** Job Opportunity Material

**CUTOFF:**

**DESCRIPTION:** Includes announcements, merit certificate, applications/resume of those not hired

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 18360

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

**TITLE:** Organizational Charts

**CUTOFF:** WSO

**DESCRIPTION:** Organizational Charts

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 18359

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

**TITLE:** Payroll

**CUTOFF:** EOSFY

**DESCRIPTION:** Including hours to gross wage reports, time and attendance activity reports, payroll accounting adjustments, and W2 reports

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 18362

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003



## Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Human Resources

Division: Director's Office

Sub-Section:

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**TITLE:** Worker's Compensation Information

**CUTOFF:** Term of employment

**DESCRIPTION:** Worker's Compensation Information - includes employee files, temporary total disability benefit paid report, medical amounts per case report, and total cost by agency report

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 18364

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

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